

Digital Pocket Memo

LFH 9500

LFH 9520



www.philips.com/dictation

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PHILIPS



Declaration of Conformity

Tested to comply with FCC standards
FOR HOME OR OFFICE USE

Model Number: LFH 9500 / LFH 9520
Trade Name: Philips Digital Pocket Memo 9500 / 9520
Responsible Party: Philips Speech Processing
Address: 64 Perimeter Center East, Atlanta, GA 30346, USA
Telephone number: 888-260-6261
Website: www.philips.com/dictation

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- 1) This device may not cause harmful interference.
- 2) This device must accept any interference received, including interference that may cause undesired operation.



The CE mark confirms that the device corresponds to the relevant guidelines of the European Union.



The cardboard used for packaging can be recycled. This electronic device contains recyclable material.

User manual

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1 Welcome

Congratulations on your purchase and welcome to Philips!

To fully benefit from the support that Philips offers, visit our Website for support information such as user manuals, software downloads and more: www.philips.com/dictation.

1.1 Product highlights

- The Digital Pocket Memo's asymmetrical and ergonomic design delivers unparalleled user-friendly operation. All buttons are within the sweep-angle of the thumb.
- Dock the Digital Pocket Memo to the USB Docking Station and transfer your dictation files to the PC in seconds. At the same time, the USB Docking Station can be used to recharge the batteries of the Digital Pocket Memo.
- The Digital Pocket Memo is designed around standardized technologies. From SD (SecureDigital) or MMC (Multimedia) cards, mini-USB cables, batteries and sockets to the industry-standard .dss file format for speech processing, Philips employs non-proprietary accessories and technologies for the ultimate compatibility.

1.2 What's in the box



Digital Pocket Memo



CD-ROM



USB Docking Station



Pouch



SD memory card



Mini-USB cable



2 rechargeable
batteries

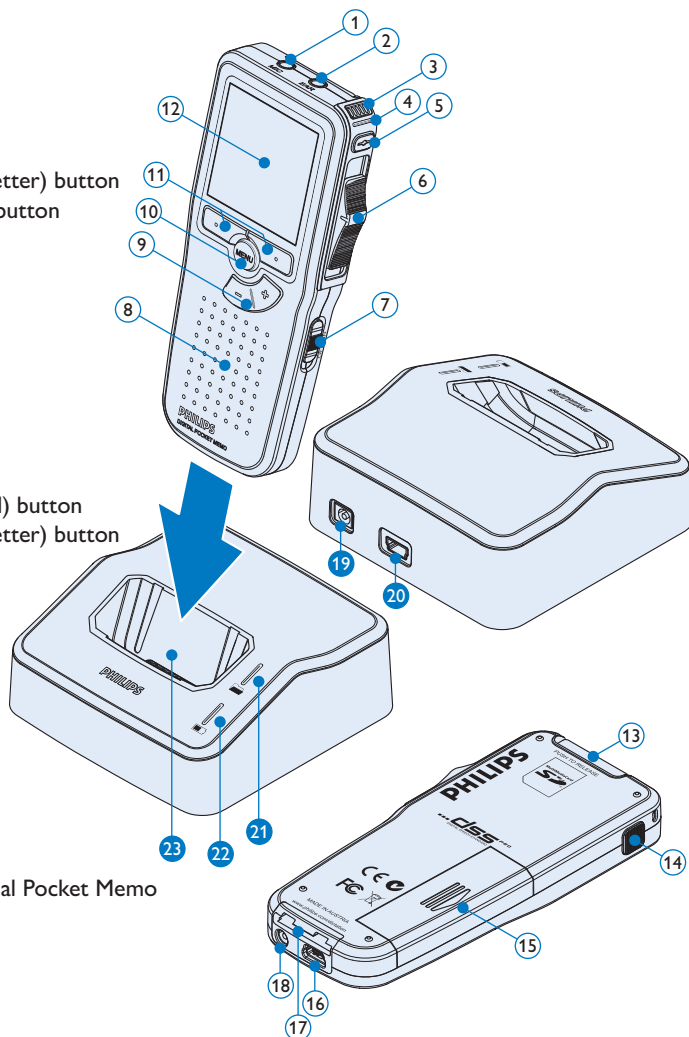


Quick start guide,
user manual

1.3 Overview – controls and connections

Digital Pocket Memo

- ① Microphone socket
- ② Headphone socket
- ③ Built-in microphone
- ④ Status LED
- ⑤ LFH 9500: EOL (end-of-letter) button
LFH 9520: REC (record) button
- ⑥ Slide switch
- ⑦ On/off switch
- ⑧ Speaker
- ⑨ +/–, menu navigation and volume control
- ⑩ Menu button
- ⑪ Smart buttons
- ⑫ Display
- ⑬ Memory card slot
- ⑭ LFH 9500: FWD (forward) button
LFH 9520: EOL (end-of-letter) button
- ⑮ Battery compartment
- ⑯ USB connection slot
- ⑰ Docking station connection slot
- ⑱ Power supply socket



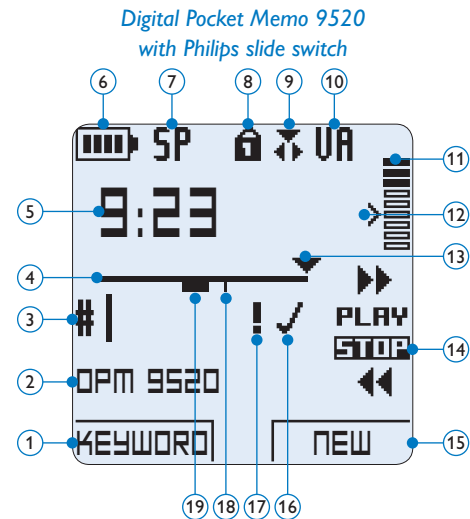
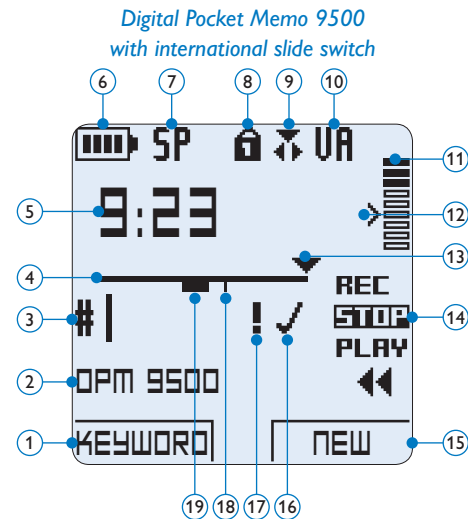
USB Docking Station

- ⑰ Power supply socket
- ⑱ USB connection slot
- ⑲ Download indicator LED
- ⑳ Charge indicator LED
- ㉑ Docking slot for the Digital Pocket Memo

1.4 Overview – display indicators and symbols

Note

The slide switch has different function placements on each of the two models of the Digital Pocket Memo 9500 series (LFH 9500 and LFH 9520). This user manual will describe functions for both models.



- ① Current function of the left smart button
- ② Keyword 1 (such as author name)
- ③ Recording number
- ④ Position bar
- ⑤ Recording / playback time
- ⑥ Battery level indicator
- ⑦ Recording format
- ⑧ Memory card is write-protected (locked)
- ⑨ Insert recording mode is activated
- ⑩ Voice-activated recording in progress

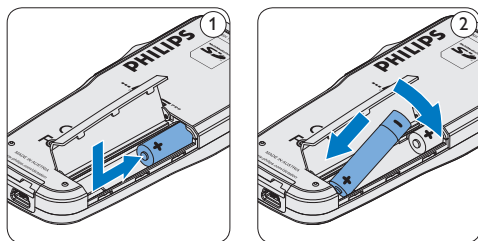
- ⑪ Recording level meter
- ⑫ Sensitivity level for voice-activated recording
- ⑬ Current position in the recording
- ⑭ Positions of the slide switch
- ⑮ Current function of the right smart button
- ⑯ Recording is marked finished (EOL) and locked
- ⑰ Recording is marked priority
- ⑱ Recording contains index mark
- ⑲ Recording contains spoken instruction

2 Get started

2.1 Install the batteries

The Digital Pocket Memo can be operated with the two rechargeable AAA batteries delivered with the product. Standard (non-rechargeable) AAA alkaline batteries may also be used.

- 1** The on/off switch of the Digital Pocket Memo must be in the **OFF** position.
- 2** Open the battery compartment on the back side of the Digital Pocket Memo by sliding it outwards then folding it up.
- 3** Insert the two AAA batteries. The correct polarity is indicated on the inside of the battery compartment cover. ① ②
- 4** Close the battery compartment by folding it down and sliding the battery compartment cover inward until it clicks.



ⓘ Note

Do not mix battery types! Use two rechargeable batteries or two non-rechargeable alkaline batteries.

2.2 Recharge the batteries

The Digital Pocket Memo can be operated with the rechargeable Philips AAA batteries. To recharge these batteries, use the [Docking Station](#), the [USB cable](#) or the optional [Philips power supply](#).

2.2.1 Recharge the batteries through the USB cable

When the Digital Pocket Memo is connected to a PC or notebook computer with the supplied USB cable, the rechargeable batteries are automatically recharged. If the USB port on the computer is high powered, a complete recharge cycle takes about 2.5 hours.

ⓘ Note

The PC must be ON when charging battery via the USB cable connection. The Digital Pocket Memo may become warm during fast recharging.

⚠ Important

If the USB port of the computer does not supply enough power capacity (500 mA), disable the [USB quick charge](#) function in the menu of the Digital Pocket Memo and recharge the batteries using the optional power supply.

2.2.2 Recharge the batteries through the docking station

- 1** Make sure that the docking station is connected to PC with the USB cable and that the PC is on.

- 2 Insert the Digital Pocket Memo into the docking slot of the docking station and press it down firmly until it locks. The green LED illuminates, indicating that the batteries of the Digital Pocket Memo are being recharged in fast recharge mode.
- 3 When the green LED blinks, recharging is complete and the Digital Pocket Memo can be removed from the docking slot.

Note

When the Digital Pocket Memo is connected to the docking station, it is powered by the docking station and not by the batteries. If the Digital Pocket Memo is operated with rechargeable batteries, the batteries are automatically recharged while the Digital Pocket Memo is connected to the docking station.

2.2.3 Recharge the batteries using the optional Philips power supply

- 1 Connect the Philips power supply to the main power supply.
- 2 Connect the Digital Pocket Memo to the Philips power supply.

Note

It is okay to continue using the Digital Pocket Memo during recharge. The batteries will be recharged while you work, and will continue recharging even when the Digital Pocket Memo is turned off.

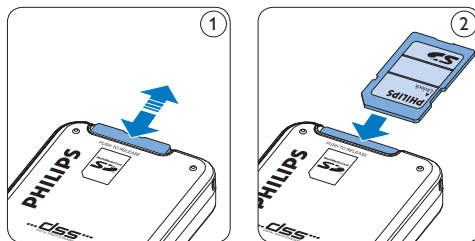
2.3 Insert and eject the memory card

The Digital Pocket Memo operates with a SD (SecureDigital) memory card and supports SD cards with storage capacities of up to 2 GB.

Your Digital Pocket Memo is packaged with a memory card already inserted and formatted.

To eject the memory card:

- 1 Locate the memory card slot on the top back side of the Digital Pocket Memo.
- 2 Press the memory card into the Digital Pocket Memo until it clicks. ①
- 3 Release the memory card. It will slightly emerge from the memory card slot. Simply slide it out.



To insert a memory card:

- 1 Locate the memory card slot on the top back side of the Digital Pocket Memo.
- 2 Slide the memory card into the slot. A small illustration under the memory card slot indicates the correct orientation. ②
- 3 Push the memory card in until it clicks.

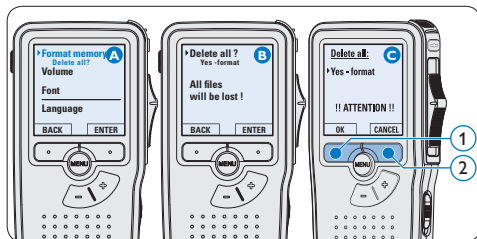
Note

If the Digital Pocket Memo is turned to the **ON** position and there is no memory card inserted, a warning screen is displayed.

2.4 Format a new memory card

When a new, unformatted memory card (or a memory card that was formatted with a non-Digital Pocket Memo device) is inserted, the Digital Pocket Memo will display a prompt to format the memory card. **(A)**

- 1** To confirm and start the formatting process, press the **OK** smart button **(1)**.
- 2** To cancel the formatting process, remove the memory card or press the **CANCEL** smart button **(2)**.



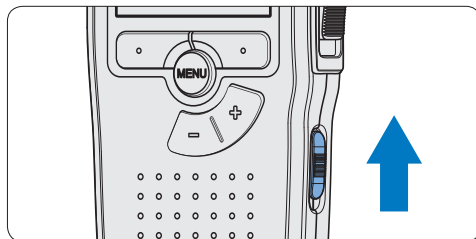
Note

Formatting is not possible if the memory card is in read-only mode (locked).

2.5 Activate the Digital Pocket Memo

The Digital Pocket Memo is turned on and off by sliding the **ON/OFF** switch. When using it for

the first time, you will be prompted to set the language, date and time.



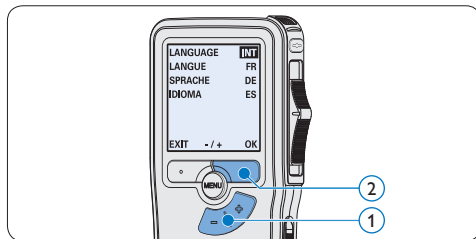
2.5.1 Set the language

When using the Digital Pocket Memo for the first time, you will be prompted to set the language.

- 1** Press the **+** or **-** button **(1)** on the Digital Pocket Memo to select a language.
- 2** Press the **OK** smart button **(2)** to confirm the selection. The selected language will be displayed.

Note

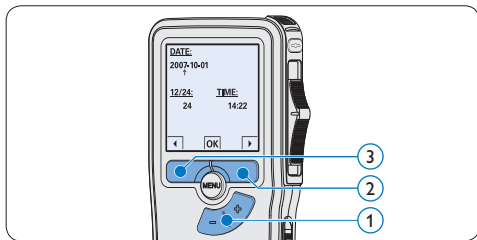
It is possible to change the language later using the menu. See [Menu settings](#) on page 21 for more information.



2.5.2 Set the date and time

After selecting the user interface language, the Digital Pocket Memo will prompt you to set the current date and time.

- 1 Press the **+** or **-** button ① to change the value for the year, month or day.
- 2 Press the **▶** smart button ② to advance the arrow (↑) to the next entry.
- 3 After setting the day, press the **▶** smart button ② to advance the settings to the correct time.
- 4 Press the **+** or **-** button ① to select a 12-hour or 24-hour clock, AM or PM (if a 12-hour clock is selected), and to change the value of the hour and minute settings.
- 5 Press the **▶** smart button ② to confirm the date and time. The Digital Pocket Memo is now ready to function.



Note

If a mistake is made in setting the date/time, use the **◀** smart button ③ any time during the procedure to step back to make corrections. It is also possible to change the date and time later using the menu. See [Menu settings](#) on page 21 for more information.

2.6 Power-save mode

After four minutes of inactivity, the Digital Pocket Memo automatically goes into power-save mode and the LCD screen will display the date and time. Press any button to reactivate it.

If the Digital Pocket Memo is not used for more than two hours, it turns off completely. Turn the unit on by moving the On/Off switch to the **OFF** position and then back to the **ON** position.

3 Use your Digital Pocket Memo

3.1 Recording

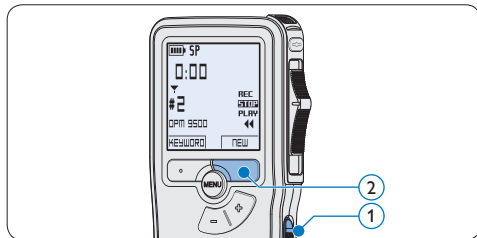
3.1.1 Create a recording

Follow these steps to create a recording with the Digital Pocket Memo:

- 1 A memory card must be inserted into the memory card slot. See [Insert and eject the memory card](#) on page 8 for more information.
- 2 Slide the On/Off switch ① to the **ON** position to switch on the Digital Pocket Memo.
- 3 Press the **NEW** smart button ② to create a new recording.

Note

The **NEW** smart button is not displayed if the current recording is empty.



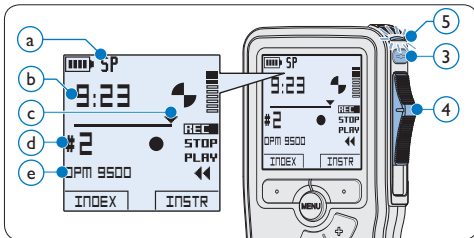
- 4 To start recording:
 - On the **Digital Pocket Memo 9500**, move the slide switch ④ to the **REC**

- position and start speaking.
- On the **Digital Pocket Memo 9520**, press the **REC** button ③, move the slide switch ④ to the **REC** position and start speaking.

The status LED ⑤ glows in red (in overwrite mode) or green (in insert mode) while recording. The following information is displayed:

- a Recording format
- b Recording time
- c Current position in the recording
- d File number
- e Keyword 1 (author name)

- 5 To stop recording:
 - On the **Digital Pocket Memo 9500**, move the slide switch ④ to the **STOP** position.
 - On the **Digital Pocket Memo 9520**, move the slide switch ④ to the **REC** position and press the **REC** button ③.



Note

- For best results, speak clearly and keep the microphone about four inches (ten

centimeters) away from your mouth.

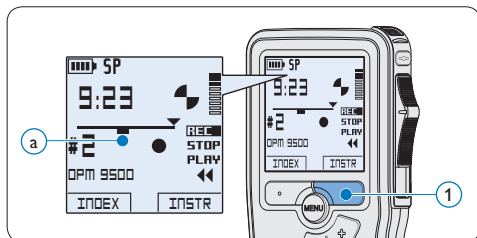
- A beep will sound when the battery level drops below 10 % or the remaining recording time reaches two minutes.
- Press the **INDEX** smart button during recording or playback to insert an index mark. See [Work with index marks](#) on page 20 for more information.
- Press and hold the **INSTR** smart button during recording to record a spoken instruction. See the next chapter for more information.

3.1.2 Record a spoken instruction

Spoken instructions are recorded comments by the author that are directed to the person transcribing the dictation.

To insert a spoken instruction into a dictation file:

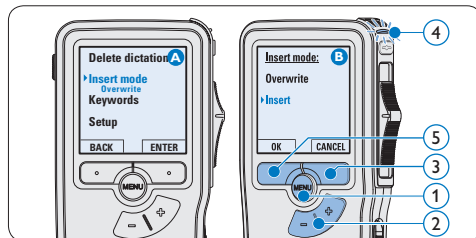
- 1 Press and hold the **INSTR** smart button ① while recording.
- 2 Dictate the instruction.
- 3 Release the **INSTR** smart button ① when the spoken instruction is complete. The spoken instruction is displayed as a solid line on the file position bar (a).



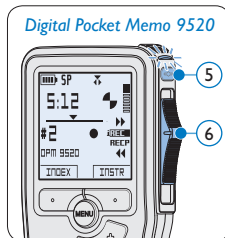
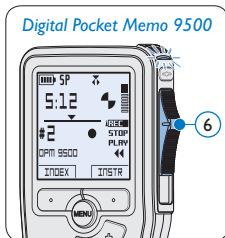
3.1.3 Add to a recording (insert/overwrite)

Files are recorded in overwrite mode by default. Follow these steps to switch to insert mode to make additions to a recording:

- 1 Press the **MENU** button ① while in the stop position to open the menu.
- 2 Press the **+** or **-** button ② to select the **Insert mode** menu and press the **ENTER** smart button ③ to enter the submenu.
- 3 Press the **+** or **-** button ② to choose between **Insert** or **Overwrite** mode.
 - In **insert mode**, the record position of the slide switch reads **iREC** and the status LED ④ glows in green while recording.
 - In **overwrite mode**, the record position of the slide switch reads **REC** and the status LED ④ glows in red while recording.
- 4 Press the **OK** smart button ⑤ to save the setting or press the **CANCEL** smart button ③ to exit the sub-menu without changing the setting.
- 5 Press the **+** or **-** button ② to select the file into which the insertion should be made.



- 6 Play, forward or rewind to the position where the insertion should be made.
- 7 To insert an additional recording:
 - On the **Digital Pocket Memo 9500**, move the slide switch ⑥ to the **iREC** position and start speaking. The insertion will not overwrite the recording.
 - On the **Digital Pocket Memo 9520**, press the **REC** button ⑤, move the slide switch ⑥ to the **iREC** position and start speaking. The insertion will not overwrite the recording.
- 8 To end the inserted recording:
 - On the **Digital Pocket Memo 9500**, move the slide switch ⑥ to the **STOP** position.
 - On the **Digital Pocket Memo 9520**, move the slide switch ⑥ to the **RECP** position and press the **REC** button ⑤.

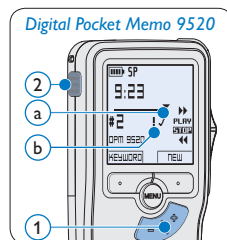
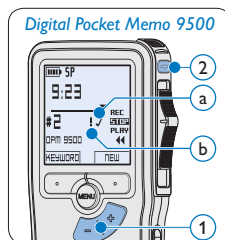


- 9 If the recording is not finished, simply fast forward to the end of the file and continue recording.
- 10 Repeat from step 1 to return to overwrite recording mode.

3.1.4 Finish (lock) a recording

When a recording is finished and no additional changes will be made, follow these steps to mark it as finished and protect it from being accidentally deleted:

- 1 Press the **+** or **-** button ① while in the stop position to select the recording to be marked finished.
- 2 Press the end-of-letter (**EOL**) button ② to lock the file and mark it as finished. The ✓ symbol ③ is displayed.
- 3 To assign priority status to the recording, press the **EOL** button ② again within half a second. The ! symbol ④ is displayed, indicating that the file has priority status.
- 4 To make changes to the recording, press the **EOL** button ② again to remove the finished mark.



* Tip

Philips SpeechExec software can be configured to download only those files from the Digital Pocket Memo to the PC that are marked finished.

! Caution

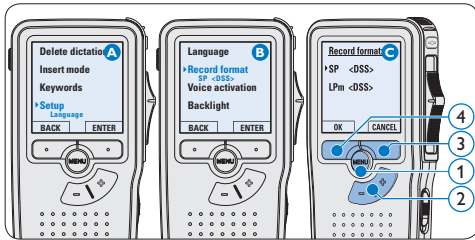
Locked files are deleted when the memory card is formatted or the delete-all-dictations function is used.

3.1.5 Change the recording format

The recording format determines the audio quality of recordings and affects the number of audio files that can fit on the memory card. The Digital Pocket Memo supports the following recording formats:

- Standard Play (SP) requires 1 megabyte for 10 minutes of recording.
- Long Play mobile (LPM) requires 1 megabyte for 15 minutes of recording.

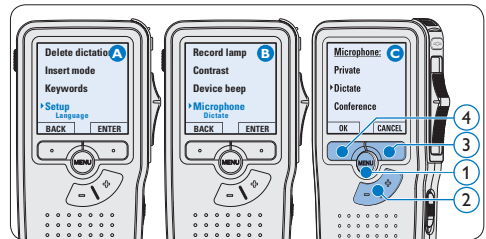
- 1 Press the **MENU** button (1) while in the stop position to open the menu.
- 2 Press the **+** or **-** button (2) to select the **Setup** menu item and press the **ENTER** smart button (3).
- 3 Press the **+** or **-** button (2) to select the **Record format** menu item and press the **ENTER** smart button (3).
- 4 Press the **+** or **-** button (2) to choose between **SP** and **LPM**.
- 5 Press the **OK** smart button (4) to save the setting or press the **CANCEL** smart button (3) to exit the sub-menu without changing the setting.



3.1.6 Adjust the microphone sensitivity

Set the microphone sensitivity for the environment and your recording preferences.

- 1 Press the **MENU** button (1) while in the stop position to open the menu.
- 2 Press the **+** or **-** button (2) to select the **Setup** menu item and press the **ENTER** smart button (3).
- 3 Press the **+** or **-** button (2) to select the **Microphone** menu item and press the **ENTER** smart button (3).
- 4 Press the **+** or **-** button (2) to choose the microphone sensitivity: **Private** (low), **Dictate** (medium) and **Conference** (high).
- 5 Press the **OK** smart button (4) to save the setting or press the **CANCEL** smart button (3) to exit the sub-menu without changing the setting.

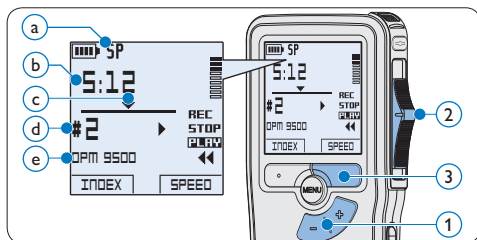


3.2 Playback

- 1 Press the **+** or **-** button (1) while in the stop position to select the file to play and locate the beginning of the recording.
- 2 Move the slide switch (2) to the **PLAY** position to start playback.

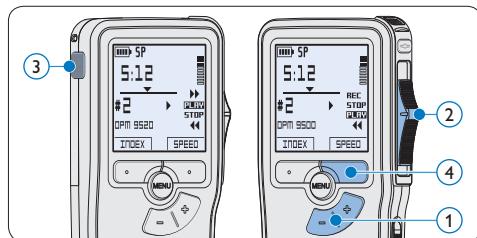
The following information is displayed:

- a Recording format
 - b Playback position (minutes : seconds)
 - c Current position in the recording
 - d File number
 - e Keyword 1 (author name)
- 3 Press the **+** or **-** button (1) to adjust the playback volume during playback.
 - 4 Press the **SPEED** smart button (3) to adjust faster or slower file playback.
 - 5 Move the slide switch (2) to the **STOP** position to stop playback.



3.2.1 Overview of playback functions

- | | |
|----------------|--|
| File selection | Press the + button (1) once while in the stop position to skip to the end of a file. Press the + button again to skip to the beginning of the next file. Press the - button (1) once while in the stop position to skip to the beginning of a file. Press the - button again to skip to the end of the previous file. |
| Fast rewind | Move the slide switch (2) to the ◀ position. Move the slide switch to the STOP position to stop rewinding or the PLAY position to stop rewinding and begin playback. |
| Fast forward | On the Digital Pocket Memo 9500 , press and hold the FWD button (3) while in the stop or play position. Release the FWD button to stop forwarding. On the Digital Pocket Memo 9520 , move the slide switch (2) to the ▶ position. Move the slide switch to the STOP position to stop forwarding or the PLAY position to stop forwarding and begin playback. |
| Playback speed | Press the SPEED smart button (4) during playback to adjust faster or slower file playback. |



3.3 Delete

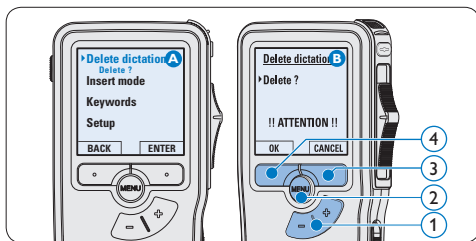
Note

Before deleting a file, make sure that it is not marked finished and that the memory card is not set to read-only (locked). If the file is marked finished, unlock it by pressing the **EOL** button once.

3.3.1 Delete a file

Follow these steps to delete a file entirely:

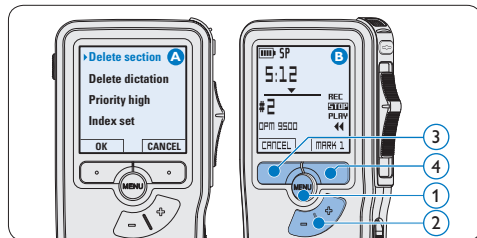
- 1 Press the **+** or **-** button (1) while in the stop position to select the file to be deleted.
- 2 Press the **MENU** button (2) to open the menu. The **Delete dictation** menu item is selected.
- 3 Press the **ENTER** smart button (3) to enter the sub menu.
- 4 Press the **OK** smart button (4) to delete the file permanently. Press the **CANCEL** smart button (3) to cancel the operation and leave the recording intact.



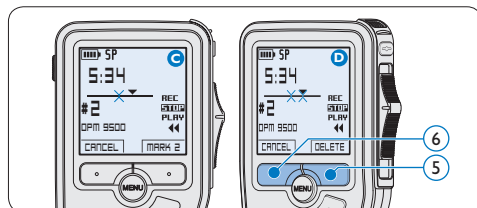
3.3.2 Delete part of a recording

Follow these steps to delete a section from a recording:

- 1 Press the **MENU** button (1) while in the stop position to open the menu.
- 2 Press the **+** or **-** button (2) to select the **Delete section** menu item and press the **OK** smart button (3).
- 3 Using the play, forward or rewind functions, navigate to the beginning of the section to be deleted. Press the **MARK 1** smart button (4). A cross symbol appears on the screen.



- 4 Navigate to the second mark position using playback, forward or rewind. Press the **MARK 2** smart button (5). The second cross appears.
- 5 Press the **DELETE** smart button (5) and the **OK** smart button (6) to confirm the deletion of the marked section, or press the **CANCEL** smart button (5) to exit without deleting.



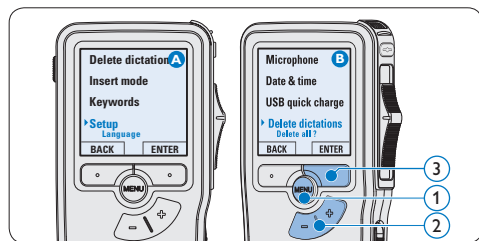
3.3.3 Delete all dictations

! Caution

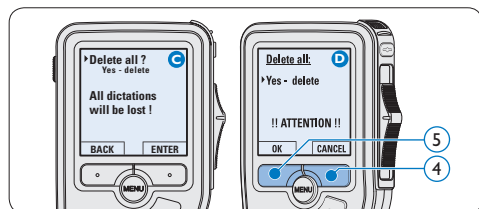
Files marked finished (EOL) are deleted when the delete-all-dictations function is used.

Follow these steps to delete all recordings:

- 1 Press the **MENU** button ① while in the stop position to open the menu.
- 2 Press the **+** or **-** button ② to select the **Setup** menu item and press the **ENTER** smart button ③.
- 3 Press the **+** or **-** button ② to select the **Delete dictations** menu item and press the **ENTER** smart button ③.



- 4 Press the **ENTER** smart button ④ and the **OK** smart button ⑤ to confirm the deletion, or press the **CANCEL** smart button ④ to exit without deleting.



4 Use more of your Digital Pocket Memo

4.1 Use Philips SpeechExec software

Philips SpeechExec software can be used for advanced configuration of the Digital Pocket Memo, automatic download, conversion and routing of dictation files.



Note

For detailed information about *SpeechExec* software, refer to the *SpeechExec* user manual.

4.1.1 Advanced configuration

The Digital Pocket Memo Configuration Wizard is part of the *Philips SpeechExec Pro Dictate* software. It guides users through the device configurations and settings of the Digital Pocket Memo. The wizard assists in configuring time format, sound feedback, voice-activated recording, display appearance (standard or advanced display mode), recording format, microphone sensitivity, keywords, and file download to the PC.

- 1 Connect the Digital Pocket Memo to the PC using a USB cable.
- 2 Start *Philips SpeechExec Pro Dictate* software.
- 3 Click **Settings > General settings** on the menu bar of *SpeechExec* to open the settings menu and select **DPM/DT Configuration > DPM Wizard** from the list on the left side.
- 4 Click the **Start Wizard...** button to open the wizard. Follow the on-screen instructions to customize the Digital Pocket Memo.
- 5 Click the **Finish** button to close the wizard and confirm the transfer of the new settings to the Digital Pocket Memo.

Note

When the Digital Pocket Memo is connected to the PC for the first time, Windows detects the new hardware and automatically installs the required drivers. When the installation is complete, Windows may prompt you to restart the PC.

4.1.2 Download recordings to the PC

With USB mass storage support, the Digital Pocket Memo is automatically displayed as an external drive when it is connected to the computer. It can then be accessed easily with any Microsoft Windows program as a regular drive.

Use *Philips SpeechExec* software for automatic download, conversion, and routing of files.

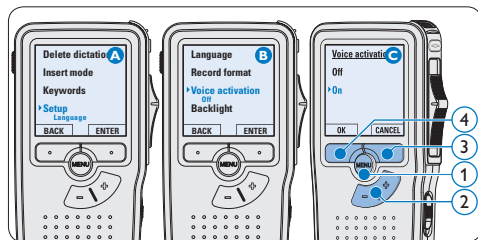
- 1 Make a recording with the Digital Pocket Memo.
- 2 Start *Philips SpeechExec Pro Dictate* software.

- 3 Connect the Digital Pocket Memo to the PC using the USB cable or the USB docking station.
- 4 By default, the recordings on the Digital Pocket Memo will be downloaded automatically to the PC and moved to the *Finished dictations* folder of the work list.

Note

How and which files are downloaded after a Digital Pocket Memo is connected can be configured in the settings menu of *SpeechExec* or with the Configuration Wizard.

setting or press the **CANCEL** smart button ③ to exit the sub-menu without changing the setting.



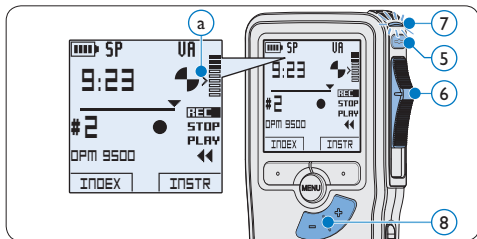
- 6 To start recording:
 - On the **Digital Pocket Memo 9500**, move the slide switch ⑥ to the **REC** position and start speaking.
 - On the **Digital Pocket Memo 9520**, press the **REC** button ⑤, move the slide switch ⑥ to the **REC** position and start speaking.

The status LED ⑦ glows in red (in overwrite mode) or green (in insert mode) while recording. When the sound level drops below the threshold sound level ①, recording pauses after three seconds and the status LED flashes.
- 7 Press the + or – button ⑧ to adjust the threshold sound level ① while recording.
- 8 To stop recording:
 - On the **Digital Pocket Memo 9500**, move the slide switch ⑥ to the **STOP** position.
 - On the **Digital Pocket Memo 9520**, move the slide switch ⑥ to the **RECP** position and press the **REC** button ⑤.

4.2 Use voice-activated recording

Voice-activated recording is a convenience feature for hands-free recording. When voice-activated recording is enabled, recording will start when you begin speaking. When you stop speaking, the Digital Pocket Memo will automatically pause recording after three seconds of silence, and resume only when you begin speaking again.

- 1 Press the **MENU** button ① while in the stop position to open the menu.
- 2 Press the + or – button ② to select the **Setup** menu item and press the **ENTER** smart button ③.
- 3 Press the + or – button ② to select the **Voice activation** menu item and press the **ENTER** smart button ③.
- 4 Press the + or – button ② to choose **Off** or **On**.
- 5 Press the **OK** smart button ④ to save the

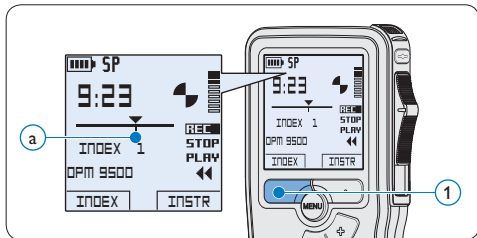


4.3 Work with index marks

Index marks can be used to mark certain points in a recording as points of reference. A point of reference may be the beginning of a major section, or a part of the recording that you may want to revise later or access quickly.

4.3.1 Insert an index mark

- 1 Press the **INDEX** smart button (1) during recording or playback to insert an index mark (a). The index number is displayed for two seconds.

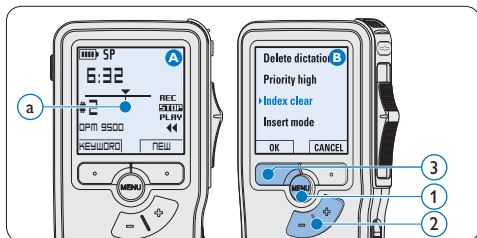


4.3.2 Delete an index mark

- 1 Play, fast forward or fast rewind to the index

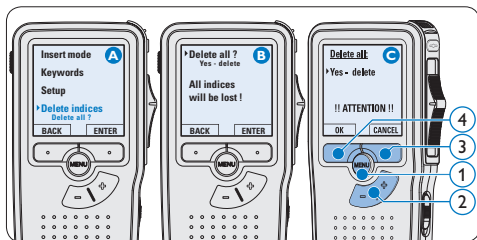
mark to be deleted (a).

- 2 Press the **MENU** button (1) while in the stop position to open the menu.
- 3 Press the **+** or **-** button (2) to select the **Index clear** menu and press the **OK** smart button (3).



4.3.3 Delete all index marks

- 1 Press the **MENU** button (1) while in the stop position to open the menu.
- 2 Press the **+** or **-** button (2) to select the **Delete indices** menu item and press the **ENTER** smart button (3).
- 3 Press the **ENTER** smart button (3) and the **OK** smart button (4) to confirm the deletion, or press the **CANCEL** smart button (3) to exit without deleting.



Note

The **Delete Indices** menu item is available only if the current file has at least one index mark.

4.4 Assign a keyword

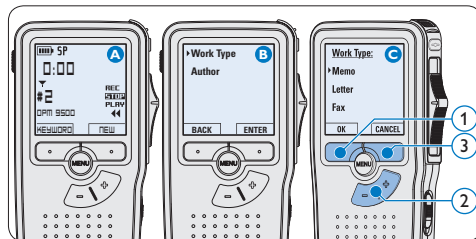
One or more keywords, such as the author's name, can be assigned to every recording. Keywords can be used to identify recordings and automatic file routing in *Philips SpeechExec* software.

Note

Keywords must first be set up with *Philips SpeechExec* software. See [Advanced configuration](#) on page 18 for more information. By default, the keyword category *Author* with the keywords 'DPM 9500' and '-' (empty) and the category *Work type* with the keywords 'Memo', 'Letter', 'Fax' and 'Report' are available on the Digital Pocket Memo.

To assign a keyword to a recording:

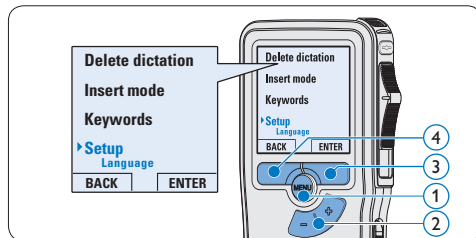
- 1 Press the **KEYWORD** smart button (1) while in the stop position to display the list of keyword categories.
- 2 Press the **+** or **-** button (2) to select a category.
- 3 Press the **ENTER** smart button to display the list of keywords for the category.
- 4 Press the **+** or **-** button (2) to select a keyword.
- 5 Press the **OK** smart button (4) to confirm or the **CANCEL** smart button (3) to exit without assigning a keyword.



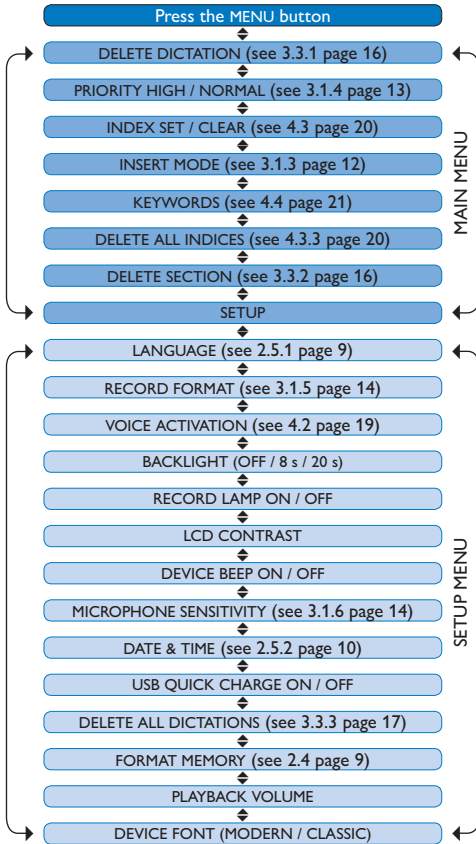
4.5 Menu settings

To access the Digital Pocket Memo menu:

- 1 Press the **MENU** button (1) while in the stop position to open the menu.
- 2 Press the **+** or **-** button (2) to select the next/previous menu item.
- 3 Press the **ENTER** smart button (3) or the **MENU** button (1) to enter a sub-menu. Press the **BACK** smart button (4) to exit the menu.
- 4 Press the **+** or **-** button (2) to select a function.
- 5 Press the **OK** smart button (4) to confirm a selection or the **CANCEL** smart button (3) to exit a sub-menu without changing a setting.



4.5.1 Menu list



Note

Some settings, such as defining keywords or switching to the simple display mode, are available only through *Philips SpeechExec Pro*

Dictate. See [Advanced configuration](#) on page 18 for more information.

Note

Press and hold the **MENU** button for a few seconds to access additional information about files, the device, and the memory card.

Disclaimer and Notices

Philips performs extensive testing with the most popular configurations. However, since PC add-ons and device drivers are updated continually, conflict-free operation cannot be guaranteed.